

# Career Opportunity Bulletin

## STATE OF MAINE

DIRECT HIRE CAREER OPPORTUNITY

### Department of Corrections

COMMUNITY CORRECTIONS, DIVISION OF ADULT SERVICES

## PROBATION OFFICER

An Equal Opportunity/Affirmative Action Employer



**Date Issued:** January 9, 2012

Pay Grade: 23

Job Class Code: 5270

**Date Closed to Application:** January 31, 2012

Bargaining Unit: MSLEA

Salary: \$34,112 - \$46,176/yr plus \$.85/hr. stipend

Value \* of State-paid Health Insurance

Level 1:	95% State Contribution (employee pays 5%)	\$345.58 biweekly
Level 2:	90% State Contribution (employee pays 10%)	\$327.39 biweekly
Level 3:	85% State Contribution (employee pays 15%)	\$309.20 biweekly

\* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly  
Value of State's share of Employee's Retirement: 17.26% of pay

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### **GENERAL INFORMATION:**

The Maine Department of Corrections has current vacancies in Cumberland, Waldo and Kennebec Counties. Qualified applicants will be placed on a register for these vacancies as well as for anticipated\* vacancies, state wide, through December 31, 2012. Please be specific about what **locations** you would accept. Upon selection Probation Officers must be able to attain Criminal Justice Academy certification and must attain firearms qualification.

\*Anticipated vacancies in Androscoggin and Penobscot Counties.

### **DESCRIPTION:**

As a Probation Officer, you will supervise and manage offenders assigned to the Department of Corrections or released to the community. You will assess offenders' risks and needs; counsel, and supervise them while on probation or other forms of community release, prepare pre-sentence investigation reports for the court; perform interstate compact duties and participate in the formulation and oversight of community reentry release plans. Probation Officers make decisions relative to the referral, detention, prosecution, disposition and discharge of offenders.

To succeed in this position, you must be self-motivated, resourceful, able to work as an integral part of a team and possess excellent time management, analytical, and interpersonal skills.

Administrative duties include, but are not limited to gathering and entering data into a computer tracking system and providing various reports from this information. This information data is compiled so that effective decisions can be made regarding delivery of service.

### **MINIMUM QUALIFICATIONS:**

In order to qualify, you must have a Bachelors Degree in Criminal Justice, a Behavioral Science or Social Science area, or a closely related field and six (6) months of experience in probation/parole

work, counseling and case management, or law enforcement activities - OR – an equivalent combination of directly related education, experience and training.

**TO APPLY:**

Complete a Direct Hire application form available at all Maine Career Center Offices, on the Department of Corrections web page, and on the State of Maine web page [http://www.maine.gov/bhr/state\\_jobs/direct\\_jobs.shtml](http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml). The completed application, including the **required Supplemental Qualifications Form**, copies of post-secondary transcripts, must be sent to: Department of Corrections Service Center, Attn: Brenda Hernandez ([brenda.j.hernandez@maine.gov](mailto:brenda.j.hernandez@maine.gov)), State House Station #111, Augusta, Maine 04333. Phone: 207-287-4337. Fax: 207-287-4370.

**APPLICATION INFORMATION:**

You must complete a State of Maine Direct Hire Employment Application form available at [http://www.maine.gov/bhr/state\\_jobs/how\\_to/direct.htm](http://www.maine.gov/bhr/state_jobs/how_to/direct.htm) and the attached Supplemental Qualifications Form. The complete application must be submitted to: Brenda J. Hernandez, Station 3 111, Augusta, Maine 04333 or email [Brenda.J.Hernandez@maine.gov](mailto:Brenda.J.Hernandez@maine.gov)

DO NOT attach official college transcripts, they may be requested from selected candidates.

*Maine State Government is an Equal Opportunity/Affirmative Action Employer*



# SUPPLEMENTAL QUALIFICATIONS FORM

## PROBATION OFFICER

AUGUSTA, MAINE

### **INSTRUCTIONS:**

This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. If you need more space, attach additional sheets and identify the area(s) to which they relate.

After each statement, if it is applicable to you, please describe how you gained that experience and reference your employment application.

The statements you make will be the basis for evaluating your specific qualifications for this position. This form is part of the examination process and is confidential. *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*

Statements made on this form and in your application are subject to verification the Department of Corrections.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SUPPLEMENTAL QUALIFICATIONS FORM: A score will be assigned based on the information you provide in your application **and Supplemental Qualifications Form** as compared to criteria developed by experts who are familiar with this job and its requirements. (Please note: Supplemental responses should be **brief yet thorough**. They are the basis for determining which candidates will be interviewed for a position.)

*For each section below, please select the areas in which you have education, training and/or experience and **explain**.*

### **Commitment to Criminal Justice & Offender Rehabilitation**

☐ I have worked at a professional level in (or in partnership with) the criminal justice system.

☐ I have experience taking difficult positions on issues and handling professional or personal disagreement with co-workers, lawyers, clients, or others.

☐ I have experience demonstrating philosophical support for correctional strategies which account for underlying factors that contribute to anti-social behavior.

☐ I have experience demonstrating philosophical support for client accountability in the criminal justice system or other settings.

☐ I have an educational background in criminal justice or a closely related field.

### **Case Management**

☐ I have experience completing standardized assessments.

☐ I have worked with clients to develop outcome oriented case plans that target risks, needs, and/or needs.

☐ I have experience collaborating with outside agencies toward addressing the risk and needs of clients.

☐ I have experience applying judgment, discretion, and analyses in making rational important decisions regarding clients.

- ☐ I have experience effectively managing a large workload by applying time management strategies, establishing priorities, and managing urgent or crisis situations.

**Technical Writing and Reporting (and administrative duties)**

- ☐ I have experience writing descriptive and/or other reports.
- ☐ I have experience presenting oral information in court, team meetings, or other settings.
- ☐ I have experience in motivational interviewing techniques.
- ☐ I have training and/or experience with computer operations, word processing operations, web based applications, other.
- ☐ I have experience in provide clear documentation of completed work.

## **Law Enforcement Practices**

- ☐ I have experience using a firearm.
  
  
  
  
  
  
  
  
  
  
- ☐ I have experience making decisions regarding public safety matters.
  
  
  
  
  
  
  
  
  
  
- ☐ I have experience or knowledge regarding use of force issues.
  
  
  
  
  
  
  
  
  
  
- ☐ I have experience in investigatory practices.
  
  
  
  
  
  
  
  
  
  
- ☐ I have experience in drug testing/substance related issues.

## BACKGROUND CHECK FOR EMPLOYMENT IN THE MAINE DEPARTMENT OF CORRECTIONS

FACILITY: Community Corrections

POSITION: Probation Officer

IN ORDER TO PROCESS YOUR APPLICATION FOR A POSITION AS A PROBATION OFFICER, THE MAINE DEPARTMENT OF CORRECTIONS CONDUCTS A BACKGROUND CHECK WHICH INCLUDES THE FOLLOWING:

- Department of Corrections records
- Motor Vehicle records
- Law enforcement records
- Maine State Bureau of Identification
- Federal Bureau of Identification

ANY CRIMINAL CONVICTION AND/OR JUVENILE ADJUDICATION MAY DISQUALIFY YOU FROM CONSIDERATION FOR AS A PROBATION OFFICER.

This includes motor vehicle violations that constitute crimes including OUIs/DWIs/OAs committed as an Adult and/or as a Juvenile.

### **HAVE YOU EVER BEEN CONVICTED OF AN ADULT CRIME OR ADJUDICATED OF ANY JUVENILE CRIME?**

**This includes crimes or juvenile crimes or their equivalent in any jurisdiction including federal, military, tribal, and other states or countries.**

**If YES, please explain:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Failure to disclose any of the above may be cause for disqualification and/or termination of your employment.

### STATEMENT OF APPLICANT

I understand the following information will be utilized solely for the purpose of obtaining a background check as described above.

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number/specify State